

**Attachment A**

**SCOPE OF WORK**

**ATTACHMENT A**

**Town of Arlington Town-owned Historic Properties Survey Update**

**SCOPE OF WORK**

**PROJECT OBJECTIVES**

The purpose of this project will be to undertake an intensive-level community-wide survey of cultural and architectural resources in the town of Arlington, MA. This project will be structured to provide professional cultural and architectural resource survey expertise to the community. Specific project goals are as follows:

- 1) To conduct a community-wide survey to assess and document approximately 20 selected cultural and architectural resources, following Massachusetts Historical Commission (MHC) survey standards and methodology.
- 2) To identify contexts for National Register evaluation and to apply the National Register criteria to all resources identified in the survey;
- 3) To submit to MHC a list of individual properties and/or districts that are recommended for nomination to the National Register of Historic Places.

**METHODOLOGY**

**The Analytical Framework:**

The community-wide survey project must incorporate MHC criteria and methodology, to current standards. (See MHC's *Historic Properties Survey Manual: Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts* (1992), *Survey Technical Bulletin #1* (1993), *MHC Interim Survey Guidelines* (March 1999, et seq.), *MHC Interim Guidelines for Inventory Form Photographs* (2009), and MHC's *Interim Guidelines for Inventory Form Locational Information* (2016). Both MHC survey guidelines and the tasks and products of the survey Scope of Work meet the Secretary of the Interior's *Standards and Guidelines for Identification* (1983).

The MHC criteria for conducting a community-wide survey are designed to identify the full range of cultural resources. Cultural resources are the physical elements in the landscape that remain from historical patterns of human activity. There are many components of a community's historical development that are associated with the location and type of surviving cultural resources. A community-wide survey should therefore relate cultural resources to historic patterns of architectural development, land use, economic development, social and demographic history, and events that had an impact on the community. The community-wide survey should recognize ethnic and cultural diversity within the community, and seek to identify cultural resources associated with the history of the minority social and cultural groups and individuals that may have played a role in the community's history.

The *MHC Reconnaissance Survey Town Report* for the town and the corresponding MHC Reconnaissance Survey Regional Report, existing survey forms and National Register nominations on file with the MHC will provide a preliminary framework and base of information for this analysis. Individual forms and area forms will expand upon the information in the *Town Report* and will relate inventoried properties to the significant themes in the historical development of the town.

#### Phase Meetings:

The project consists of four phases. Consultants may propose a compressed schedule based on their understanding of the project scope and availability. Project personnel, both the consultant and the project coordinator, will meet with DPCD staff and the HCRWG at Town Hall offices in Arlington to review project progress and products at the end of each phase. Work to be carried out during each phase and products due at the end of each phase, are described below.

#### The Inventory:

MHC individual property and area inventory forms, maps and National Register recommendations will be completed and submitted to MHC in accordance with the survey guidelines set forth in the MHC's *Historic Properties Survey Manual: Guidelines for the Identification of Historic and Archaeological Resources in Massachusetts* (1992) and *Survey Technical Bulletin #1* (1993), *MHC Interim Survey Guidelines* (March 1999 et seq.), and *MHC Interim Guidelines for Inventory Form Photographs* (2009), *MHC Interim Guidelines for Inventory Form Locational Information* (2016), as well as the Secretary of the Interior's Standards and Guidelines for Identification (1983, copies available from the MHC). These publications and memoranda are all incorporated into this contract by reference. The work to be carried out during each phase, and products due at the end of each phase, are described on the following pages.

## **SCOPE OF WORK**

### ***Phase I (6 weeks)***

Tasks:

- (Start-up meeting) Meet with HCRWG and Department of Planning and Community Development (DHCD) to discuss the scope and inventory methodology of the project and to assess the available documentary materials (LHC files, collections and existing research, maps, local histories, etc.);
- Select maps, including a working map and large-scale base map (assessor's parcel map is preferred), to identify inventoried areas and properties;
- Determine availability of electronic mapping and parcel data and of town-based GIS data suitable for use in the project;
- Review existing inventory forms on file at the LHC and at the MHC;
- Conduct initial research and reconnaissance survey to verify the types and geographical distribution of cultural resources, and to develop criteria for any additional properties to be extensively researched in the survey.
- Meet with the HCRWG and DHCD staff to review the products of Phase I and discuss outstanding issues related to the selection of properties in Phase II.

Products:

- Working maps and large scale base map(s) to be used to identify inventoried properties
- Methodology statement, specifying:
  1. Survey objectives;
  2. Criteria for selecting properties for survey;
  3. Procedures to be followed in the survey and forms of products to be created;
  4. Expectations about the kind, location, and character of historic properties to be recorded;
  5. An assessment of existing documentation;
  6. A brief description of the amount and kinds of information to be gathered about the properties;
  7. Bibliography.

Phase I will be completed by Friday, December 3, 2021

### **Phase II (8 weeks)**

Tasks:

- Conduct continued architectural assessments and documentary research to identify important historic themes, events, and persons for the survey target areas, with particular attention to substantially synthesizing and supplementing the information already available. Research collections, should include relevant local, regional and state library and archive collections, as well as web-based research sites.
- Apply selection criteria and prepare list of specific properties to be surveyed.
- Complete representative draft inventory forms for different property types.
- Meet with HCRWG and DPCD staff to review property lists and draft forms.

Products:

- List of properties to be surveyed, arranged alphabetically by street address
- Representative draft inventory forms, to be submitted in both hard copy and MS Word format.

Phase II will be completed by Friday, January 28, 2022

### **Phase III (20 weeks)**

Tasks:

- Conduct intensive research of properties selected for inventory
- Identify contexts for National Register evaluation and apply National Register criteria to inventoried areas and resources;
- Prepare draft list of all areas and resources recommended for National Register nomination;
- Prepare inventory forms with photographs and property location maps. Forms for any surveyed properties listed in the State Register of Historic Places must be marked at top front with appropriate designation code and date.

- Submit draft inventory forms with photographs, draft National Register contexts, and National Register recommendation to MHC and HCRWG for review and comment (comments to be incorporated during Phase IV).
- In consultation with HCRWG, MHC survey and MACRIS staff, develop lettering and numbering system for inventoried properties.
- Meet with HCRWG and DPCD staff to review the draft survey forms and National Register nomination recommendations.

Products:

- Unnumbered complete draft inventory forms for approximately 20 properties with photos and locus maps for all areas, buildings, sites, structures, and parks/landscapes. (This information may optionally be submitted in electronic form only for this project phase [CD or DVD].)
- Draft discussion of National Register contexts and list of all areas and resources recommended for National Register nomination

***Phase III will be completed by Friday, xx xx, 2022***

***Phase IV (7 weeks)***

Tasks:

- Add inventory letters/numbers to forms, if these were not added in Phase III.
- Name MS Word files to conform to MHC file-naming convention.
- Complete National Register Recommendation statements to be attached to appropriate inventory forms.
- Prepare base map(s) identifying inventoried properties.
- Prepare street index of inventoried areas and properties.

Products:

- Hard-copy numbered MHC inventory forms for approximately 20 properties (two sets with original photographic prints: one for MHC and one for the Arlington Historical Commission (AHC). Inventory forms must be printed on 24 lb. bond paper of at least 25% cotton fiber content. Photographs must be 3½" x 5½" or 4" x 6" digitally produced ink jet prints using MHC approved printer/paper/ink combinations that produce prints with a minimum 75-year permanence rating. (The paper inventory forms should incorporate the electronic version photograph(s) in addition to an attached photographic print. Only one archivally-permanent paper print, of the primary view, is required for most inventory forms.)
- Large-scale base map(s) with all inventoried areas and properties identified by inventory number (two sets: one for MHC and one for the AHC).
- Survey Final Report (four paginated, unbound copies (two for MHC, two for AHC) which will include the following sections:
  1. Abstract;
  2. Methodology statement, including survey objectives, assessment of previous research, selection criteria, procedures followed in the survey, description of products and accomplishments and an explanation of how results of survey differed from those expectations;
  3. Street index of inventoried properties. Areas will be listed separately at the beginning, arranged alphabetically by area name. Individually inventoried properties follow, arranged

alphabetically by street name. Property name (if any) and inventory number also will be included on this list;

4. Final discussion of National Register contexts and list of recommendations for areas and properties to be nominated to the National Register of Historic Places
5. Further study recommendations; and
6. Bibliography.

- A flash drive, shared Dropbox folder or Google Drive folder, or FTP site containing a MS Word file for each inventory form. Each Word file should conform to MHC file naming convention, and incorporate photograph(s) and map(s). The flash drive should also include an MS Word version of the final survey report.
- A separate flash drive, shared Dropbox folder or Google Drive folder, or FTP site containing high-resolution TIF or JPG images for surveyed properties, identified by street address or MACRIS number, following MHC file naming convention for photographic images.

\*\* The Survey Final Report must identify the community repository and/or municipal office(s) where completed survey documentation (inventory forms, base maps and final report) will be made available to the public.

***Phase IV will be completed and submitted to the MHC and HCRWG by xx, 2021.***

**Preliminary Target Property List**

**Landscapes**

- 1) The Great Meadows
- 2) Arlington Reservoir
- 3) Turkey Hill
- 4) Window on the Mystic
- 5) Meadowbrook Park
- 6) Cooke's Hollow
- 7) Spy Pond Field / Hornblower Field
- 8) Menotomy Rocks Park (update form ARL.919)
- 9) One additional landscape along the Mill Brook, to be determined by HCRWG

**Buildings**

- 1) Bishop Elementary School (update form ARL.24)
- 2) Brackett Elementary School
- 3) Dallin Elementary School
- 4) Hardy Elementary School
- 5) Peirce Elementary School
- 6) Stratton Elementary School
- 7) Thompson Elementary School
- 8) Gibbs Middle School
- 9) Ottoson Middle School
- 10) Parmenter School

**Burial Grounds**

- 1) Mt. Pleasant Cemetery (update forms ARL.711/ARL.801)